



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 21, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 22, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, September 5, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM IV

Database GIS Specialist
Office of Planning and Programming
Bureau of Programming
Springfield

Attachments
43017

Technical Applications [PM1080 rev 6/1/17](#) ****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, September 5, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary:	\$5,015 - \$7,085
Position Title:	Database GIS Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-10-401-10-02	IPR#:	43017

Office/Central Bureau/District/Work Address:

Office of Planning and Programming / Bureau of Programming / 2300 S. Dirksen Parkway/Springfield, IL

Description Of Duties:

This position is accountable for development, operation and continuing appraisal of all Geographic Information System (GIS) applications in the Bureau of Programming, Program Development and Program Management Sections. Most of these applications will use data from a comprehensive project information system, Windows Program Planning System (WPPS), and other bureau applications including the Performance Based Project Prioritization (PBP) System that uses GIS files and Excel spreadsheets. Users of these applications are Office of Highways Project Implementation staff. This position provides secondary support for analysis and maintenance of WPPS and the preparation of detailed and summary project reports for inclusion in briefings to the departmental executive staff and to legislators. WPPS contains: 1) the departmental Multi-Year Highway Improvement Program (MYP) with the annual highway element identified; 2) other unfunded highway projects considered to be viable candidates by the Office of Planning and Programming and Regional Engineers; and 3) additional unfunded prioritized projects identified as long-range highway needs for new roads, capacity improvements, reconstruction and rehabilitation that require updating and monitoring on a routine basis.

Special Qualifications:

Required:

- Valid driver's license
- Occasional travel

Desired:

- Completion of four years of college preferably with major courses in computer science, information technology or database management
- Five years of experience in information technology or database management, three years of which should be in developing applications using Arc GIS software and two years in database support
- Proficient in the use of Crystal Reports, Adobe Acrobat, and Excel software

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February 26, 2018	POSITION:	Database GIS Specialist
APPROVED BY:	Tracinda Sisk	OFFICE:	Planning & Programming/ Bureau of Programming
CODE:	PW414-23-10-401-10-02	REPORTS TO:	Project Information Manager

Position Purpose

This position is accountable for development, operation and continuing appraisal of all Geographic Information System (GIS) applications in the Bureau of Programming, Program Development and Program Management Sections. The majority of these applications will use data from a comprehensive project information system, Windows Program Planning System (WPPS) and other bureau applications including the Performance Based Project Prioritization (PBP) System that uses GIS files and Excel spreadsheets. Users of these applications are Office of Highways Project Implementation staff. This position provides secondary support for analysis and maintenance of WPPS and preparation of detailed and summary project reports for inclusion in briefings to departmental executive offices and to legislators. WPPS contains: 1) the departmental Multi-Year Highway Improvement Program (MYP) with the annual highway element identified; 2) other unfunded highway projects considered to be viable candidates by the Office of Planning and Programming (OPP) and the Regional Engineers; and 3) additional unfunded prioritized projects identified as long-range highway needs for new roads, capacity improvements, reconstruction and rehabilitation that require updating and monitoring on a routine basis.

Dimensions

Highway/Bridge Projects	11,500
Annual Publications:	4
Number of Applications:	75+

Nature and Scope

This position reports to the Project Information Manager. There is no staff reporting to this position.

This position is part of a staff charged with development, preparation, publication, and monitoring of the departmental MYP. Funding for the MYP is constrained by the Governor's annual budget and by the departmental multi-year projections of state and federal resources. This position provides GIS support to the Bureau of Programming, Program Development and Program Management Sections.

The greatest challenge of this position is to develop GIS applications that provide meaningful analytical representations of the proposed highway improvements on the state highway system including the PBP and associated reports.

This position continually monitors and appraises over 75 GIS applications that represent geographic project data in WPPS. The incumbent analyzes the need for new GIS applications and facilitates the design and development. These programs are utilized by the Office of Highways Project Implementation (OHPI) staff for analysis, prioritization, and summaries of proposed and funded projects. S/He provides secondary support for a total of over 150 standardized reports utilizing Crystal Reports software and more than 40 Excel spreadsheets. These reports, spreadsheets, and GIS applications must be monitored and maintained on a continuing basis and revised as needed. These programs are utilized by OHPI staff for analysis, prioritization and summaries of proposed and

funded projects. S/He develops and coordinates project analysis using the PBP and assists in the production of four annual publications. These are the MYP; the annual highway improvement program; *For the Record*, an accounting of annual accomplishments; and the Statewide Transportation Improvement Program (STIP). S/He produces program status reports for each legislative district, as well as special summaries and reports as requested by the Director of the OPP and OHPI staff. Additionally, s/he produces special reports at the request of districts and responds to requests for information that will be included in briefings to the departmental executive staff and to legislators. S/He recommends, analyzes and develops system upgrades. In providing accurate GIS application support for interstate and special programs, urban and intercity program status, s/he coordinates activities with managers and staff of the Urban Highways, Interstate and Special Programs and Intercity Highways Units. S/He maintains positive and responsive working relations with data collection and computer systems personnel when recommending procedures and guidelines to resolve technical problems and while carrying out unit Information Technology coordination activities. S/He primarily develops and maintains GIS applications used to enhance reporting activities. S/He advises district staff on the use of GIS applications and assists with training activities within the districts.

This position has general latitude to accomplish responsibilities. Matters of a unique nature are referred to the supervisor with recommendations for resolution. This position is constrained by applicable departmental, state and federal guidelines.

Internal contacts include district Program Development staff and managers within Programming concerning project information. Occasional travel is required.

The effectiveness of this position is measured by the ability to utilize WPPS data to produce timely, reliable, consistent, and logical applications reporting the location and character of proposed highway projects on the state highway system.

Principal Accountabilities

1. Develops and evaluates the adequacy of the GIS applications reporting data from WPPS for all state highway systems as input to the state highway element of the MYP, the annual program, *For the Record*, and STIP publications.
2. Develops and coordinates the use of the PBP to provide project analysis systematically and on request.
3. Assists in the production of four annual publications: the MYP, the annual highway improvement program, *For the Record*, and the STIP.
4. Maintains proficiency and competence in the use of Arc GIS software and the Microsoft Office Suite including, but not limited to, Word, Excel, and PowerPoint. Maintains proficiency and competence using Adobe Acrobat and Crystal Reporting software.
5. Secondarily prepares numerous, diversified reports utilizing the project information contained in WPPS on an as needed basis for the OHPI and OPP.

6. Evaluates proposals and revises procedures used for WPPS to ensure accurate and uniform reporting in GIS applications to all users. Reviews and revises all reporting formats to reflect the changing data requirements of all users.
7. Prepares statistical summaries, reports and manuals that ensure maximum utility of WPPS information.
8. Facilitates cooperation between central and district offices in the collection, processing and interpretation of highway project data.
9. Advises district staff on operation of WPPS and assists in training activities with district staff.
10. Provides and coordinates all aspects of Information Technology support to the Bureau of Programming.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as assigned.